

CITY OF BEAVERTON

Community Development Director

General Summary

Direct the City's Community Development Department and serve as advisor to the Mayor, City Council and staff on development issues including planning, annexation functions, building plan review and inspection.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Direct and manage departmental operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Provide strategic leadership to the City in Community Development related issues serving as advisor to elected officials. Assist and advise other departments in related matters.
5. Provide direction to and oversee the City's development related functions including development review, planning policy, and annexations. Direct the building plan review, application processing and engineering/building inspection functions. Direct special, high visibility projects.
6. Administer the City's Development Codes. Direct support to the Code Advisory Committee.
7. Serve as a liaison with neighborhood, development and business communities to promote high quality planning and development; to provide advice on City priorities and interests and to provide solutions to planning related problems.

8. Represent the City in public forums and as the official appointee to inter-agency groups involving regional planning, transportation and development issues. Provide advice on legislation and initiatives.
9. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
12. Represent the Community Development Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Follow standards as outlined in the Employee Handbook.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of community development and planning.
- ◆ Advanced knowledge of the laws and regulations governing community development and planning.
- ◆ Expert knowledge of practices and principles of public/business administration practices and decision-making.

- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to urban/transportation planning, engineering/building inspection and plan review.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Expert ability to make presentations.
- ◆ Strong ability to use word-processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in planning, business/public administration, or related field, and 12 years experience in community development including five years in a senior management role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Planning certification desirable.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; weekly dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Community Development Department Director

Revised: 1/98

New class specification title 1/98: Community Development Director

Revised: 11/04

Revised: 1/1/09

Status: M1

FLSA: Exempt

Mayor's Signature

Human Resources Signature

Date

Date